

Guidance on How to Apply for Development Opportunity Placement Program (DOPP)

The Office of Civil Rights in conjunction with the Office of Human Capital Management is committed to ensuring compliance with the spirit and terms of the Basu Settlement Agreement that became effective June 6, 2005. We recognize and appreciate the cooperation and effort that managers and supervisors have demonstrated in the past several months, as we continue to introduce procedural and policy changes to promote best personnel practices throughout the Department of Agriculture (USDA).

The DOPP provides opportunities for all eligible and qualified employees to serve on details, receive temporary promotions, or participate in developmental assignments where there may be staffing shortages in headquarters and field office locations. It is our intent to ensure that career-enhancing opportunities are allocated in a fair and equitable manner. Two (2) DOPP opportunities will be made available on an annual basis for each of the following agencies:

- Animal and Plant Health Inspection Service
- Agricultural Research Service
- Farm Service Agency
- Food Safety and Inspection Service
- Natural Resources Conservation Service
- Office of the Assistant Secretary for Civil Rights

The program is open to all qualified current and full-time permanent USDA employees. Priority consideration will be given to eligible and qualified Class Agents for the first eighteen (18) months after the program becomes effective. All announcements will be posted on the Office of the Assistant Secretary for Civil Rights website and the agency website.

The following application materials are required in order to apply:

- Resume or OF-612
- Copy of most recent Notification of Personnel Action (SF-50)
- Copy of most recent performance appraisal
- Narrative (not to exceed one page) of how the assignment will be commensurate with your interests, background and developmental needs, and will enhance your career goals
- Description (not to exceed one page) of skills and knowledge you will bring to the assignment
- Supervisor's approval required for participation in this Expression of Interest
- [DOPP Opportunity Cover Sheet](#)

Selections will be based on the following criteria:

- Qualifications and experience
- Fully successful performance rating or higher
- Personal narratives

Please include the announcement number on all documents being submitted so that the application can be processed properly. Mail your application to:

U.S. Department of Agriculture
Office of Human Capital Management
Attention: MaryJo Thompson
1400 Independence Avenue, S.W.
Room 316-W
Washington, DC 20250-9892

If you have further questions or need additional information, Ms. Thompson can be reached at (202) 720-0822 or maryjo.thompson@usda.gov.